

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Railroad Retirement Board (RRB)

2. MAJOR SUBDIVISION

Bureau of Information Resources Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Chuck Mierzwa

(312) 751-3363

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-184-93-8

DATE RECEIVED

4-8-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

4/5/93

SIGNATURE OF AGENCY REPRESENTATIVE

Chuck Mierzwa
Chuck Mierzwa

TITLE

Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
11-8	<p><u>Data Processing Repair File</u></p> <p>Series consists of RRB Form G-494a which is used to record computer equipment downages, time of equipment failure, time equipment is out of service, reasons for equipment downage and repairs made.</p> <p><u>Proposed Disposition</u></p> <p>Destroy 1 year after equipment is taken out of service.</p>	<p>NCI 184-89-2 Item 11-8</p>	
11-15	<p><u>Security Storage Disaster Recovery File</u></p> <p>Magnetic tape file containing copies of strategic disk files maintained to provide restoration of mainframe system in the event of a system failure or disaster.</p> <p><u>Proposed Disposition</u></p> <p>Destroy when third subsequent update is generated.</p>	<p>New</p>	

EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The primary mission of the Bureau of Data Processing is to provide data processing support for all of the bureaus within the RRB based on their functional requirements and comprehensive plans. Specific key elements of the bureau's mission are to provide accurate, efficient and timely analysis and programming support; insure accurate and timely processing of all jobs run on the agency computer systems; provide a national data communications network for RRB district offices; to monitor computer performance, security and control; to provide support for office automation activities; and to provide end-user support through the customer information center staff.

The RRB requests approval of the following items.

Item 11-8 Data Processing Repair File

Series consists of RRB Form G-494a which is used to record computer equipment downages, time of equipment failure, time equipment is out of service, reasons for equipment downage and repairs made.

Current disposition:

- (a) G-494a Destroy once information is entered and verified into database.
- (b) Database data Destroy 1 year after equipment is taken out of service.

JOB: NCI 184-89-2 Item 11-8 (a) and (b)

Proposed disposition:

G-494a Destroy 1 year after equipment is taken out of service.

During the RRB FY 93 Records Disposition Certification, the bureau reported that a change in procedure regarding this series had occurred. Subseries (a) the G-494a, previously had been used as a data entry document to subseries (b) a PC based information system. The bureau reported that they no longer transferred the data on the G-494a to a PC or any other system, they now only maintain the G-494a. Thus the retention period for the record copy of the series remains the same, destroy 1 year after the equipment is taken out of service. The proposed change to the disposition is essentially cosmetic, and is being requested to accurately reflect current bureau operations.

Item 11-15 Security Storage Disaster Recovery File

Current disposition: None New Item

Proposed disposition: Destroy when third subsequent update is generated.

Series consists of strategic mainframe disk files, that are copied weekly to magnetic tape and sent to an off-site location. Tapes are maintained to provide for the restoration of the RRB mainframe system in the event of a system failure or disaster.

The bureau maintains a three week rotation of these files. In theory, two weeks accumulation of tapes are always maintained off-site. When the third week of the cycle is created and received at the off-site facility, week one of the cycle is returned to headquarters and scratched.

Proposed disposition meets bureau administrative needs and satisfies agency disaster recovery program guidelines.